

BUENA PARK SCHOOL DISTRICT COORDINATOR OF SPECIAL SERVICES

DEFINITION

Under the direction of the Director of Special Services, in collaboration with local school site staff, plan, coordinate, and enhance the effectiveness of special education programs; administer and supervise special education programs and services in accordance with federal, state, and local guidelines and mandates; conduct observations and assist with the evaluation of special education programs and staff. Train and consult with special education staff. Serve as the Director of Special Services' designee to support quality program delivery, coordination with community agencies, and staff development.

EXAMPLES OF DUTIES

- Maintain and ensure implementation of federal and state regulations and District policies and procedures governing special education.
- Work collaboratively with school site staff in the evaluation of special education staff, specifically special day class teachers, resource specialists, and counselors.
- Assist in the development of policy and procedure and coordinate implementation of educationally related mental health and counseling services.
- Provide technical assistance to assessment and IEP teams regarding eligibility, instructional needs, and placement of students with disabilities.
- Conduct site meetings to prepare for unique and challenging IEPs that deal with eligibility, change of placement, dismissals, temporary placements, and reevaluations as necessary.
- Support the implementation of SELPA Alternative Dispute Resolution (ADR) activities and processes.
- Coordinate SELPA, County, State, and private agencies and organizations to facilitate pupil placement and services.
- Coordinate program/school site visits for parents to facilitate pupil placement and services.
- Attend in-services and conferences to ensure accurate legal interpretation of mandates and provide training for other District administrators, as appropriate.
- Assist in the planning, training, and implementation of new and innovative methods, strategies, and materials that enhance the educational progress of students.
- Participate in program development, improvement of program effectiveness, innovation of special instructional methods and techniques, and research.
- Assist in the selection of new special education staff.
- Provide leadership in the training and development of new special education staff.
- Attend Special Services staff meetings and participate in program reviews, as necessary.
- Assist in the coordination of the MAA program, trainings, and compliance issues.
- Assist in the coordination of LEA's Medi-Cal billing option program, training, and compliance issues.
- Perform compliance reviews for IEPs and assessment reports.
- Advise the District in preparing for State verification reviews. Perform related duties and responsibilities, as required.

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QUALIFICATIONS

Knowledge of:

- Basic operations, services, and activities of special education programs.
- IEP planning process and continuum of program options.
- Instructional methodologies and strategies used to teach students with special education needs.
- Principles of behavioral management and curriculum development appropriate for special education students.
- Principles and procedures of program assessment and evaluation.
- Team building techniques and project development.
- Pertinent federal, state, and local laws, codes, and safety regulations and recent developments and current sources of information related to special education services, planning, and administration.

Ability to:

- Assess and evaluate program effectiveness and analyze for compliance.
- Make judgments regarding appropriate services within a continuum of options.
- Work well with parents, students, teachers, psychologists, and site administrators.
- Possess strong leadership and listening skills.
- Provide inservices for staff in order to facilitate compliance with legal mandates and current trends within special education.
- Communicate clearly and concisely, both orally and in writing.
- Perform the essential functions of the position with or without reasonable accommodation.
- Plan, implement, and facilitate inservice training programs to meet the needs of District staff and parents in these related areas.
- Utilize technology to provide staff and students instructional richness and opportunity.
- Serve as a resource to site and District personnel, students, parents, and others in these areas.
- Establish and maintain cooperation with District employees and public and community agencies.

EDUCATION AND EXPERIENCE

- Master's degree from accredited college or university.
- Minimum five years of experience including three years teaching or providing services to students with special needs.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license and insurability by District's liability insurance carrier.
- Valid California Credential authorizing service as a K-8 teacher (preferably in special education), pupil personnel services credential in school psychology, and/or clinical or rehabilitative services credential.
- Valid California Administrative Services Credential.

Salary Range: \$88,581 - \$109,025

204 Day Calendar

Board Approved: May 23, 2016